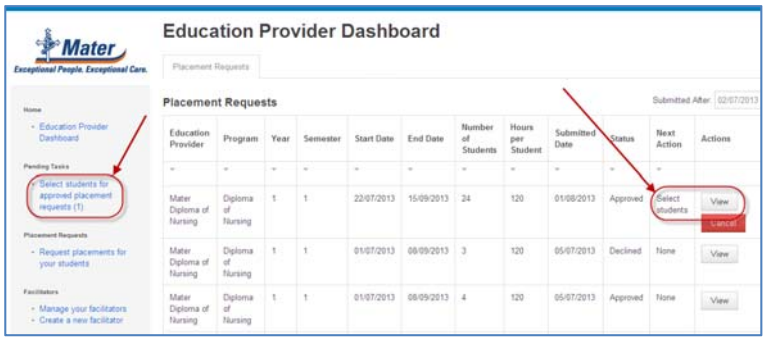
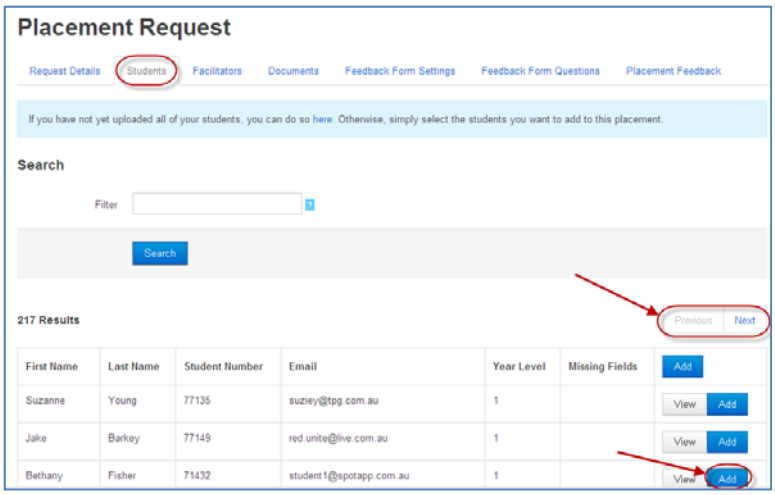
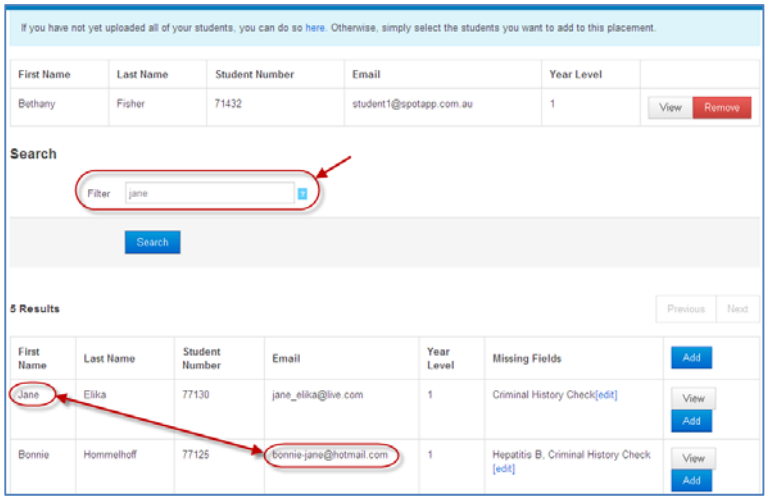
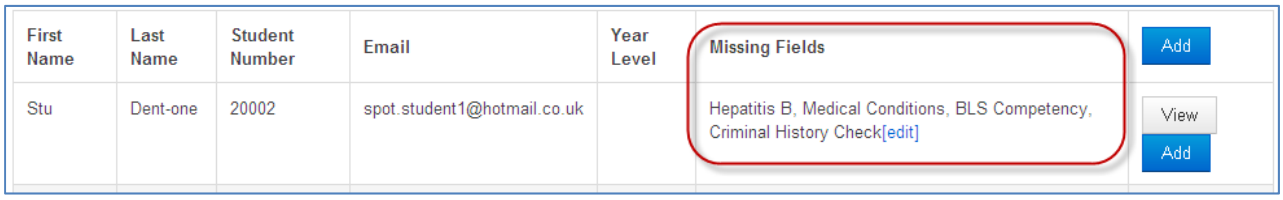
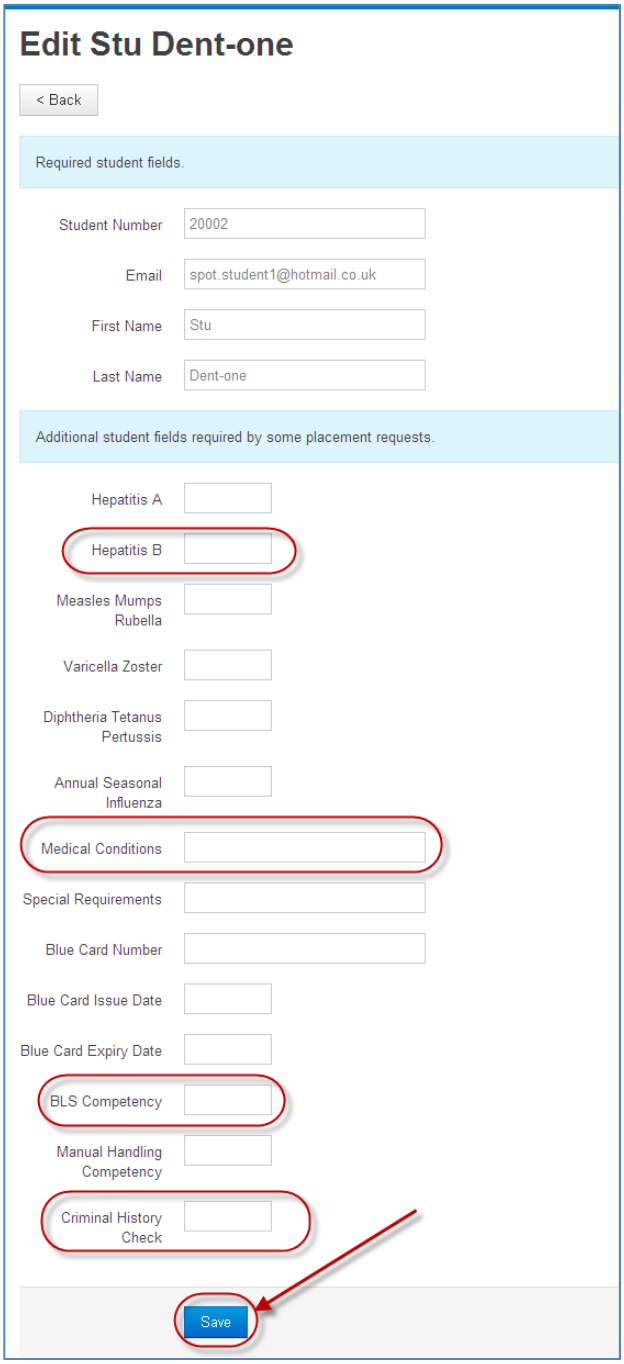
EPRef-02 – Education Provider Reference Sheet – Selecting Students for a Placement.

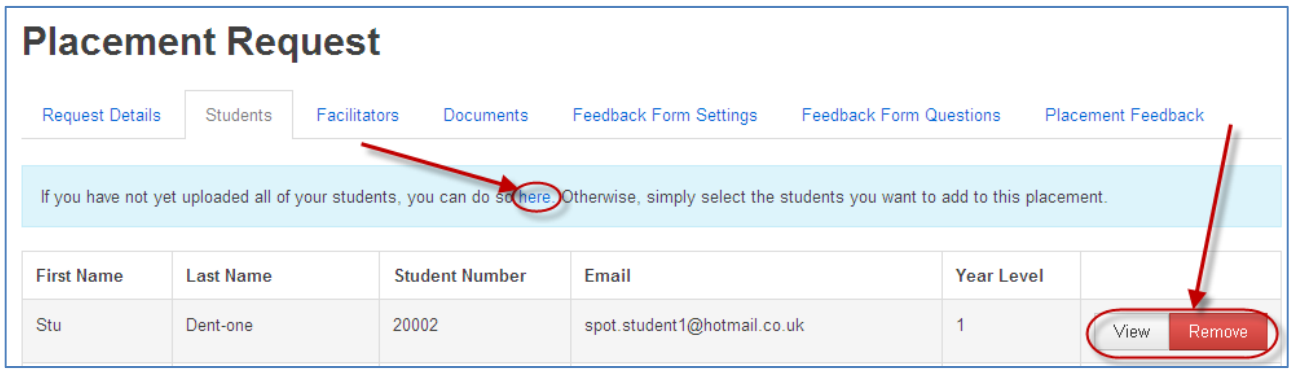
Steps	Action	What it looks like
1.	Once a **Placement Request** is approved by the placement provider, its status on your Education Provider Dashboard will update to **Approved**, and you will be prompted to **Select students** to assign to the placement. Click on the **Select students for approved placement requests** (#) prompt, or alternatively click the **View** button on the chosen Placement Request to navigate to the **Placement Request** screen.	
2.	The **Students** tab is where you will select which students will be on this placement. All students that have previously been uploaded to SPOT and who have a matching Program to the Placement request will display in a list. You can navigate the list using the **Previous/Next** buttons. To add a student to this placement, click that student's **Add** button.	
3.	To search for a particular student, type their name into the **Filter** field and click the **Search** button. To search for a group of students, copy and paste from an excel spread sheet the applicable Student Numbers into the **Filter** field and click the **Search** button. Only students with either a matching name and/or email address will then	

	display.	
4.	If a student you wish to select does not have all of the information that the Placement Provider is requesting, this will display in the **Missing Fields** column. It will show which fields are required that are missing and an **[edit]** button. Clicking the [edit] button will open the **Edit Student** window.	



First Name	Last Name	Student Number	Email	Year Level	Missing Fields	
						Add
Stu	Dent-one	20002	spot.student1@hotmail.co.uk		Hepatitis B, Medical Conditions, BLS Competency, Criminal History Check[edit]	View Add

5.	The **Edit Student** screen displays the: - **Required student fields** that are mandatory for all students in the top section - **Additional student fields required by some placement requests** that are displayed in the lower section. You will need to enter either a: - text response, (i.e. a *Medical Condition* that placement staff may need to be aware of for the student's safety) - date response, (i.e. an immunisation date) Once you've completed any edits click **Save** and close the window. You can then click your browser's refresh button and add the student to your placement.	
6.	If a student(s) you want to add is not displaying in the list, you can add their details by clicking on the **here** link and following the steps in reference sheet *EPRef-05 Uploading Student Details*. You can also view a student's details or remove them from the placement by using the **View** and **Remove** buttons.	



7. You can continue to add students until you've reached the approved number. If you attempt to add more students than approved on the placement request, the following error will display.

Error. This placement request is full.

8. If you attempt to add a student that is already assigned to placement request for the same period, the following error will display.

Error. This student already has a placement during that time.